THE UNITED REPUBLIC OF TANZANIA
SOCIAL SECURITY REGULATORY AUTHORITY

THE SOCIAL SECURITY SCHEMES
(DATA MANAGEMENT) GUIDELINES, 2012

Made under Section 5(1) (c) of the Social Security (Regulatory Authority) Act No. 8 of 2008
ARRANGEMENT OF THE GUIDELINES

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PRELIMINARY PROVISIONS

In exercise of the powers conferred by the Social Security Regulatory Authority Act, No 8 of 2008, the Social Security Regulatory Authority (hereinafter referred to as the “Authority”) issues these Social Security (Data Management) Guidelines in accordance with Section 5(1) (c) of Part II of the Act. It is very important to note that these guidelines apply to all Schemes regardless of their establishing authority.

1. These Guidelines may be cited as Social Security Schemes (Data Management) Guidelines, 2012 and shall come into operation on the day they are issued.

2. These Guidelines shall apply to all Mandatory and Supplementary Social Security Schemes operating in Mainland Tanzania.

3. In these Guidelines unless the context requires otherwise:

   “the Act” means the Social Security (Regulatory Authority) Act No.8 of 2008;
   “Authority” has the meaning ascribed to it in the Act;
   “Custodian” has the meaning ascribed to it in the Act;
   "Member " has the meaning ascribed to it in the Act;
   “Social Security Scheme” has the meaning ascribed to it in the Act;
   “Scheme” has the meaning ascribed to it in the Act.

4. The general objective of the Guidelines is to guide Social Security Schemes to ensure that scheme data is managed in line with best practices. Specifically the Guidelines aim at:-

   i. Prescribing standard data fields to be captured for scheme membership data.
   ii. Prescribing standard report formats.
   iii. Provide a standard glossary of terms for use across the social security sector.
   iv. Safeguarding and protecting the interest of the members of the schemes by directing measures to be put in place to ensure availability of data.

PART II
DATA MANAGEMENT

5. Every scheme shall formulate and implement written Data Management Policies and Practices in accordance with these Data Management Guidelines.

6. Without prejudice to the generality of Guideline (5) above, every scheme shall ensure that at minimum:

   a) Appropriate automated systems to manage members’ data electronically are used. Such systems should allow electronic data exchange through the use of internationally acceptable formats such as XML.

   b) Member data includes a provision for a National Identification number.

   c) Every member must have a unique and distinct identifier which is the social security membership number.

   d) For every member the following data items are recorded as the minimum requirements for every member:

       - Full name of the member indicating the surname, first name and middle name.
       - Date of birth.
       - Sex.
       - Marital status.
       - Dependent(s) in number and age profile for each
       - Date of joining the scheme
       - Contribution levels applicable to the member and the employer.
       - Salary of the member.
       - Full name of the employer.
       - Date of first contribution.

   e) Sufficient controls are in place to ensure that confidentiality of membership data is maintained throughout the lifetime of the scheme.

   f) The schemes are able to provide statistics based on the data items mentioned in subguideline 6 above in a standard report format that will be provided by the Authority.

PART III
BUSINESS CONTINUITY


8. Without prejudice to the generality of Guideline (7) above, the Board of Trustee of every scheme shall ensure that at minimum:
   a) There is an Information Technology Disaster Recovery plan for electronic data in place.
   b) Backup of all electronic data related to membership information, contributions, benefits paid and investments made is done within 72 hours of any change to the data.
   c) One copy of the most current backup of the schemes / members data is kept at a location that is not the main operating premises of the scheme.
   d) A record of each member’s complete personal details and last contribution received is in the backup.
   e) At least once a year, records of the members held by the scheme are availed to members and or employers for reconciliation and updating, if necessary.

PART IV

COMMON TERMINOLOGY

9. (1) For purposes of reporting to the Authority, every scheme shall use the definitions in the Act, and those in the glossary attached to these guidelines as Schedule 1.

(2) Every scheme shall formulate and implement glossaries of operational terms in use in the scheme and align them to the Authority’s glossary for purpose of reporting to the Authority.

PART V

REPORTING REQUIREMENTS

10. A scheme shall submit to the Authority all reports required as per these guidelines in electronic format
PART VI

COMPLIANCE WITH THE GUIDELINES

11. (1) Every existing scheme shall within a period of 60 days from the date of publication of these Guidelines present to the Authority a plan of compliance with these Guidelines with regard to:-
   a) the extent to which the scheme is not within the provisions of these guidelines;
   b) the proposed manner in which bringing the scheme shall bring its data management policies, procedures and practices into compliance with the provisions of these guidelines; and
(2) Notwithstanding the provisions of sub-guideline 11(1) the proposed period within which the proposal for compliance may be effected shall not exceed 24 months from the date of publication of these guidelines.
(3) The proposal made by a scheme under guideline 10(b) and guideline 10(c) shall not be effected unless approved in writing by the Authority.

PART VII

SANCTIONS

12. Without prejudice to other penalties and sanctions prescribed in the Act and the Social Security Regulations, 2008; pursuant to section 55(1) of the Act, non-compliance with these Guidelines is an offense, which may lead to sanctions against the scheme.

IRENE ISAKA
DIRECTOR GENERAL

21ST NOVEMBER, 2012
DAR ES SALAM.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Active Member</td>
<td>means a member who has contributed to the scheme at least once in the past twelve months.</td>
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<tr>
<td>Beneficiary</td>
<td>means a member who is entitled to a benefit from a scheme and includes a survivor.</td>
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<tr>
<td>Contributing member</td>
<td>means a member who has remitted the most current required contribution.</td>
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<tr>
<td>Date of Birth</td>
<td>means the day, month and year that a member was born as indicated on a national identification document.</td>
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<tr>
<td>Date of joining scheme</td>
<td>means the day, month and year that a member signed the registration form for the scheme.</td>
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<tr>
<td>Date of First Contribution</td>
<td>means the day, month and year that a member’s first contribution was received by the scheme.</td>
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<tr>
<td>Dormant Member</td>
<td>means a member who has not contributed to the scheme in the past twelve months.</td>
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<tr>
<td>Expense Ratio</td>
<td>means the ratio of operating expenses to income from contributions and investments – expressed as a percentage.</td>
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<td>Fund</td>
<td>means the aggregation of resources from which a scheme pays benefits.</td>
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<td>Government pensioner</td>
<td>a pensioner who is paid from the Government consolidated account.</td>
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<tr>
<td>Pensioner</td>
<td>means a member who is receiving a pension from a scheme.</td>
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<tr>
<td>Registered member</td>
<td>means a person, having fulfilled the set conditions for registration, has been issued a social security number by a scheme.</td>
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<td>Registered scheme</td>
<td>means a scheme that has been issued a certificate of registration by the Authority.</td>
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<td>Survivor</td>
<td>means a person entitled to receive a survivors’ pension from a scheme.</td>
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<tr>
<td>Suspended pensioner</td>
<td>means a member who is entitled to a pension, but has not claimed that pension for a period exceeding 12 months.</td>
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